

**United States Embassy**  
**Tokyo, Japan**



*The U.S. Embassy provides a good opportunity to work for  
high-ranking officials in an international environment*

**POSITION VACANCY: Cultural Affairs Assistant, Tokyo American Center**

**Announcement Number: 116**

**OPEN TO:** All Interested Candidates  
**POSITION:** Cultural Affairs Assistant (#A70104)  
**GRADE:** \*FSN-6, \*\*FS-8 (trainee); \*FSN-7, \*\*FS-7 (full performance)

**OPENING DATE:** July 27, 2005  
**CLOSING DATE:** August 15, 2005  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** \*\*Not-Ordinarily Resident: FS-8 US\$27,604 p.a. (trainee)  
\*\*Not-Ordinarily Resident: FS-7 US\$30,878 p.a. (full performance)  
(Position Grade: FS-7 is confirmed by Washington)  
\*Ordinarily Resident: FSN-6 ¥5,487,739 p.a. (trainee)  
\*Ordinarily Resident: FSN-7 ¥6,650,137 p.a. (full performance)

**PLEASE NOTE:**

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax. All applications postmarked by the closing date will be accepted.

**THE U.S. EMBASSY IS SEEKING:** a Cultural Affairs Assistant to provide support for program design, development, and implementation, in coordination with the Tokyo American Center programmers. The incumbent serves as Tokyo American Center's on-site administrative specialist, as well as the liaison between the Tokyo American Center and Embassy administrative elements.

**QUALIFICATIONS REQUIRED:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

**--- TRAINEE LEVEL ---**

1. Education: University degree is required.
2. Prior Work Experience: Three years progressively responsible experience in administration and management is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English and Level IV (Fluent) Speaking/Reading/Writing Japanese are required.
4. Knowledge: Good understanding of general office procedures, management and administrative procedures is required.

5. Skills and Abilities: Basic computer skills and the ability to assess problems and develop realistic solutions, coordinate, plan, and execute various facets of Center operations, as well as negotiate with various Embassy elements and outside offices are required.

**--- FULL PERFORMANCE LEVEL ---**

1. Education: University degree is required.
2. Prior Work Experience: Four years of specialized and progressive experience in such fields as program support, administrative, or financial management, with two of the four years in U.S. government service, is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English and Level IV (Fluent) Speaking/Reading/Writing Japanese are required.
4. Knowledge: Thorough knowledge of U.S. Government and Embassy administrative and management policies, including procedures and regulations regarding Tokyo American Center programs' operations, is required.
5. Skills and Abilities: Basic computer skills and the ability to assess problems and develop realistic solutions, coordinate, plan, and execute various facets of Center operations, as well as negotiate with various Embassy elements and outside offices are required.

**ADDITIONAL SELECTION CRITERIA:**

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

**APPLICATIONS MUST INCLUDE:**

1. An application for U.S. Federal Employment (SF-171 or OF-612), or a current resume or curriculum vitae that provides the same information as the OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

**SUBMIT APPLICATION TO:**

Human Resources Office, ATT: Miriam Tokumasu  
1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

**POINT OF CONTACT:**

Miriam Tokumasu  
TEL: 03-3224-5642  
FAX: 03-3224-5818

**DEFINITIONS:**

1. EFM: Family Members at least 18yrs. listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. **AEFM: An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.**
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**An Equal Opportunity Employer**